

## **Executive Committee Meeting Minutes – Monday, March 31, 2003**

Chairman Dwyer called the meeting to order at 8:30 a.m. and led the Committee in the Pledge of Allegiance.

**Present:** Chairman James Dwyer, County Board Supervisors Patricia Haukohl, Kenneth Herro, Walter Kolb, Richard Manke, Duane Paulson and Duane Stamsta.

**Also Present:** County Board Chief of Staff Lee Esler, Legislative Advisor David Krahn, Legislative Advisor Mark Mader, Supervisor Joe Griffin, Supervisor Kathleen Cummings, Office Services Coordinator Windy Jicha, UW Extension Director Marcia Jante, Planning and Zoning Manager Dick Mace, Mr. and Mrs. Bentley, Corporation Counsel Tom Farley and Assistant Corporation Counsel Danni Caldwell.

### **Discuss and Consider the Following Appointments:**

**157-A-061: Appointment of Karen Schuh to the Park and Planning Commission**

**157-A-062: Appointment of Robert Hamilton to the Park and Planning Commission**

**MOTION:** Paulson moved, Herro second, to approve 157-A-061: Appointment of Karen Schuh to the Park and Planning Commission and 157-A-062: Appointment of Appointment of Robert Hamilton to the Park and Planning Commission.

Esler handed out a copy of SS 59.69(2)(a)(3) that outlines how the park and planning commission members should be appointed. The pertaining passage reads: If a county planning and zoning commission is created under subd.2, the county executive may appoint, for staggered three-year terms, two alternate members of the commission, who are subject to confirmation by the board. Annually, the county executive shall designate one of the alternate members as first alternate and the other as second alternate....”

Mace said that in the last few years, the members of the commission have had some significant absences. He said he suspects that all members will get the mailings and alternates will be called upon as needed. A procedure hasn’t been worked out yet to decide which alternate to use when the need arises.

Esler said he talked with Director Shaver who said an alternative would be called when they had advance notice of an absence of the regular members of the commission. Every other year, the alternates switch off who is first and second alternate. This could be designated on the signature pages as one way of identifying who is the first and who is the second alternate.

**ON THE MOTION: Motion carried: 7-0.**

**157-A-060: Appointment of JoAnn Weidmann to the Health and Human Services Board**

**MOTION:** Paulson moved, Kolb second, to approve 157-A-060: Appointment of JoAnn Weidmann to the Health and Human Services Board. **Motion carried: 7-0.**

### **Review and Discuss Waukesha County’s Grant Philosophy and the Administrative Procedure on “Applying for and Accepting Grant Funding”**

Esler said he attended a Grants Task Force meeting and wanted to share with the committee the elements of applying for grants and the administrative methods that were discussed at the meeting. The Grants Task Force reviews grants activities. At the meeting, Norm Cummings said that grants could be bundled together to give comprehensive overview/review of a program funded by grants. Esler said the committee members need to have an awareness of what the larger plan is before looking at all the pieces that make up the plan. Many times grants aren’t presented within the scope of the big picture.

Esler said the county applies for grants for three reasons: to pilot new strategies for addressing Waukesha County needs, to fill gaps in funding for specific projects and to build the capacity of the nonprofit community to respond to community needs. He reminded the committee that the county board directed UW–Extension to get out of the agricultural business and become involved in the community because Waukesha County is no longer an agricultural county.

Paulson said when the county board directed the UW-Extension to switch its focus, there was no direction given to get every grant out there. Esler said the past external/internal audits helped to redirect the UW–Extension efforts and Supervisor Paulson is correct in that the audit did not direct them to seek grants. Paulson said the UW-Extension is

supposed to look for grants that fit Waukesha County.

Haukohl said in regards to the three check points Esler reviewed, UW-Extension grants rarely fill the gaps. The grants are for new things and all of a sudden you have all these grants going on at one time. She wants the UW-Extension to find grants that fill gaps and build the communities. She would like to see more containment and strategies developed to fill gaps.

Jante said ideally the UW-Extension would like to find grants that fill in the administrative gaps. She met with the Milwaukee Foundation and shared a list of what her office has done and what they plan on doing. The Foundation wasn't interested in picking up any programs that had already been done. They wanted something new that had never been done.

Herro said he is all for getting money back from federal grants. He is not for grants that generate work and funding for the county. There seems to be constant focus on the same things. Herro said it's a matter of strategic versus tactical.

Esler said at the last county board meeting, the board seemed quite receptive to WCEDC and WCTC. These organizations talked about the broad picture of what UW-Extension does on a smaller scale. He thinks that the philosophy and encouragement is focused on filling gaps.

Dwyer said that grants will not be able to fill the county levy. With grants, it is important to keep in mind what funding is available. The county needs to get input at the national level through NACo to find out what monies are available and how to get grants to cover what the county needs for funding.

Esler said the committees approve or disapprove grants. The committee needs to think about whether or not grants fit into the policy that is ultimately being made. If the attitude coming from the committees is one of discouragement, then departments will not go after grants. UW-Extension relies on grant funding in order to support their programs. He asked do we provide incentives to the departments to go after grants?

Kolb said there are many grant-funded programs dealing with the same issues. The multiple grants need funds for a coordinator to coordinate the programs. He would like to see some system set up so that departments are aware of what other departments are applying for so everyone knows what is coming up.

Stamsta said the board or appropriate committee should be informed of what grants are being applied for but sometimes the grants have a very short window of time for application. If every grant had to pass through a committee or the board, the grants may not get out on time. Grants should be presented to the appropriate committee at some time. The policy has been set forth and if the UW-Extension is following it then they should move forward as needed.

Jante said that she has yet to find a grant that will provide funding to programs in higher income communities such as Delafield and Chenequa. Most grants are looking for low income, at-risk and undereducated groups to offer funding to. The UW-Extension provides the education, coordination and evaluation of programs.

Dwyer asked Jante where do you find grants? Jante said the extension receives the Chronicle of Philanthropy which contains lists of available grants and funding amounts. A staff member from the UW-Extension office in Madison sends grant information to counties as appropriate. Each UW-Extension staff member investigates foundations and funding sources. The extension office has a calendar that lists grant due dates. They have files with listings of the types of programs funded by foundations. Foundations are looking for partnerships and collaborations. They also look at targeted populations such as HUD designated neighborhoods. These neighborhoods have gone through many processes and have been given ratings. The ratings are very helpful to foundations when evaluating whether or not to give a grant. A department's strategic plan is also important for the grant application process.

Esler said many times, by the time the committee reviews the grant, the grant money has been received. He said grants should fit into the big picture of what the board wants. Board involvement in the intent to apply for a grant should not stop it from moving forward.

### **Discuss UW-Extension Grant Application for the Nutrition Coalition Gleaning Grant**

Jante said this grant has been on-going for three to four years and in the past has been funded by Community Development Block Grants (CDBG) because CDBG applied for Community Service Block Grants (CSBG) administered out of Madison. She said the grant looks at community gardening programs. UW-Extension asked for \$20,000 to fund the program and received \$10,000 which will cover the cost of the Huber garden. The grant doesn't provide money for the Garden Gleaning Program so one neighborhood garden won't be extended.

Jante said the grant will fund one staff person to collect excess produce from farmers' markets and donations from consumers and fund a marketing piece. This same grant was discussed before the executive committee at the last meeting. The grant was reworked when the original funding source declined to fund it and another funding source, UPS, was found. The committee may see this grant again if UPS does not fund it.

### **Discuss UW-Extension Grant Application for the Environmentally Sound Practices for the Home Landscape and Garden Grant**

Jante said this grant is part of the neighborhood revitalization process. The money from this grant will go to hire a coordinator to work with the program. When homeowners take a vested interest in their properties, it produces pride in the community and helps to reduce crime. This grant will bring environmentally sound gardening practices into the neighborhoods.

### **Discuss UW-Extension Grant Application for Going Solo: Building a Family Business**

Jante said this grant is from the University of Illinois Extension. It was issued through the SBC and received by the WCEDC. The WCEDC receives the money and subcontracts through the University of Wisconsin Extension to run the program. This grant is a joint effort with Elm Grove, Oconomowoc and the City of Waukesha. The UW-Extension is looking for alternative funding sources for this grant so the grant should come before the committee again. The program takes a bigger look at how to start a business in the family. It is a vehicle to get families to start talking and thinking. The family structure in these neighborhoods is very different so therefore the ways to educate the families is different.

Kolb asked how long has the University of Illinois Extension been operating this program? Jante said they have been running this program for five years. Kolb said this program should have some statistics outlining the success of the program. Jante said this program has been evaluated and is an approved program for all Extensions.

**The committee took a 10-minute break.**

### **Public Comment**

Mr. Vern Bentley of New Berlin commented on the discussion by the committee about changes to the county code at the last executive committee meeting. He said that issues should pass on a two-thirds vote plus or they shouldn't pass. If issues don't pass by a two-thirds vote, the issue isn't good enough for all residents of Waukesha County.

### **Discuss Phase III Changes to Chapter 4 of the Waukesha County Code**

Esler handed out the newest version of the draft ordinance which refers to changes to chapter four of the Waukesha County Code effective March 28, 2003. He also handed out the most up-to-date copy of chapter four of the code.

Esler went through the newest version of the draft ordinance. The newest draft outlines changes to chapter four of the county code to the following sections: 4-28(e), 4-83, 4-50(a)(3), 4-50(b), 4-61, 4-81, 4-91(b), 4-91(a), 4-93, 4-105(f)(2), 4-200(b) and 4-216(c). Dwyer said that changes can be made at any time to chapter four by ordinance. The committee discussed possible changes to the draft ordinance and agreed to changes to the following sections of the chapter: 4-28(e), 4-50(a)(3), 4-50(b), 4-61, 4-76, 4-77(a), 4-78, 4-81, 4-83, 4-84, 4-91(b), 4-91(a), 4-93, 4-105(f)(2), 4-200(b), 4-200(f) and 4-216(c).

### **Correspondence**

Chairman Dwyer reviewed and passed out the list of correspondence. He said Supervisors should let Jicha know if they want copies of the listed items.

### **Future Agenda Items**

- Fourth Quarter Capital Projects Update
- Criminal Justice Collaborating Council Report from the Chair
- Expo/Airport Land Use Plan
- Presentation by Karl Nilson on the Wisconsin River Rail Transit

### **WCA Report**

Dwyer said at the last WCA meeting, the Board of Directors reviewed the state budget. Mark O'Connell went through the budget issues and highlighted items of importance. The strategic plans and goals were also reviewed. At the next meeting, the board will address how the strategic planning process worked and evaluate the facilitator. A lot of time was spent talking about compacts with the state's Native American tribes. At the April WCA meeting, there will be a discussion on rewriting of the WCA constitution. The WCA year-end budget report was handed out at the meeting.

### **Chair Comments**

Dwyer said at the last Courthouse Security Meeting, the committee discussed security badges for contract personnel, the bomb threat policy in the courthouse, an update on the grant applications for security materials and the security report. The next meeting is June 16, 2003.

Dwyer said at the Criminal Justice Collaborating Council, they discussed the WCTC jail programs and technology review process and made plans to work on strategic planning in May. A list of committee members was made available.

Dwyer said he attended a meeting organized by County Executive Finley with members of the freeway advisory board to discuss the direction of the freeway. There were a few changes suggested to the draft. Milwaukee County doesn't have a position on the topic at this time.

### **Standing Committee Reports**

Herro reported that at the last SEWRPC meeting, Milwaukee County, County Executive Walker's representative voted against the water study.

Land Use – Kolb said the committee reviewed ordinances and had a presentation on activities in environmental health.

Public Works – Manke said the committee approved bids for the communications center. They also heard from the new transit provide, Bob Johnson of Waukesha Metro, regarding a transportation grant.

Personnel - Paulson said the county is getting closer on some contracts.

### **Motion to Adjourn**

**MOTION:** Herro moved, Stamsta second, to adjourn the meeting. **Motion carried: 7-0.** Meeting adjourned at 12:20 p.m.

Respectfully submitted,

Duane E. Paulson  
Secretary